

**ALLENSTOWN SEWER COMMISSION**  
**35 Canal Street, Allenstown, NH 03275**  
**Tel. (603) 485-5600 - Fax (800) 859-0081**

**DATE:** September 3, 2014

**PLACE:** Allenstown Wastewater  
Treatment Facility  
35 Canal Street

**TIME:** 4:30 PM

**ALLENSTOWN SEWER COMMISSION**  
**REGULAR MEETING**

Transcribed from notes by Andrea Martel

NOTE: ALTHOUGH THESE MINUTES MAY CONTAIN QUOTES, THEY ARE NOT VERBATIM. MANY SECTIONS CONTAIN A GENERAL DESCRIPTION OF THE REMARKS OF THE PARTICIPANTS AS INTERPRETED (BOTH INDICATED) BY THE TRANSCRIBER AND SHOULD NOT BE RELIED UPON AS THE ACTUAL INTENT OF THE PARTICIPANTS STATEMENTS. ADDITIONALLY, MANY STATEMENTS HAVE BEEN OMITTED, CONDENSED, AND GENERALIZED, BASED ON THE INTERPRETATION OF THE TRANSCRIBER AS TO ITS RELEVANCE, CONTENT SPECIFICITY, ACCURACY, AND/OR CONFORMITY TO ANY APPLICABLE STATUTE. THE TRANSCRIBER ASSUMES NO LIABILITY FOR THE CONTENTS OF THIS DOCUMENT.

Commissioners present: Carl Caporale Chairman; Jeffrey McNamara; and Lawrence Anderson

Commissioners absent:

Staff present: Dana Clement Superintendent; Andrea Martel Administrative Assistant; and Jeff Backman Assistant Superintendent.

Other public present: Peter Boettcher; Harold Thompson PSC; and Michael Trainque Hoyle & Tanner.

**Meeting was called to order at 4:30 PM by Chairman Caporale,**

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **August 12, 2014:** Commission reviewed minutes as typed. Larry made a motion to accept the minutes of August 12, 2014 as typed. Jeff seconded the motion. Motion passed and minutes were signed.

**II. NEW BUSINESS:**

- a. **4:45 PM--Meeting with James Rodger-discuss private sewer line:** postponed until September 16, 2014 meeting. Dana informed Board he did receive an email from Tom Irzyck regarding disconnecting sewer main on School Property on November 15, 2014. Mike updated he spoke with Mr. St. Germain regarding installing a gravity sewer line or a pump station.
- b. **Discuss 2013 surplus transfer:** Jeff made a motion to transfer \$200,000.00 from the Allenstown Sewer Fund to the Septic Surplus Capital Reserve Fund as a partial of 2013 surplus. Carl seconded the motion. Larry abstained from motion. Motion passed and letter to transfer funds was signed.

- c. **6:00 PM—Meeting with legal counsel:** Carl made a motion to go into recess to meet with legal counsel. Jeff seconded the motion. Motion passed and Board went into recess at 6:15 PM. Returned from recess at 7:00 PM.
- d. **Any new business as necessary:** No new business to discuss.

### III. PROJECT UPDATES

- a. **Michael Trainque:** Review and discuss task order 2014-02 Update Sewer System Accessibility Fee in the amount of \$5,400.00. Larry made a motion to accept the task order in the amount of \$5,400.00. Jeff seconded the motion. Motion passed and task order was signed.
- b. **Pete Boettcher:** Reviewed and discussed quotes for installing gutters on the Septage Receiving Station. Quotes received: MASCO Contractor Services: \$2,360.00. M & J Seamless Gutters, LLC: \$1,700.00. Larry made a motion to accept the quote from M & J Seamless Gutters, LLC in the amount of \$1,700.00 pending receiving Insurance Certificate. Jeff seconded the motion. Motion passed. Discussed installation of Vaughn Pump in tank 8 for mixing project. Reviewed quotes received: PRB Construction Inc.: \$15,000.00 & Comeau Services LLC: \$ 39,450.00. Larry made a motion to accept the quote from PRB Construction in the amount of \$15,000.00. Carl seconded the motion. Motion passed. Reviewed quote from AAA Pump Services for installing an explosion proof box in headworks for pump installation. Carl made a motion to accept the quote from AAA Pump Services in the amount of \$29,191.46. Larry seconded the motion. Motion passed. Reviewed quote from F. W. Webb Company for Endress & Hauser analyzer for dechlor building. Carl made a motion to accept the quote in the amount of \$13,493.62 for the install of effluent instrumentation. Jeff seconded the motion. Motion passed. Updated the annual service for the scale is scheduled for September 4, 2014.

### IV. OLD BUSINESS

- a. **Update on 2014 budget:** Reviewed year to date expenses.
- b. **Any old business as necessary:** Carl asked for an update on the property/liability insurance for the plant facility. Andrea stated the staff and Pete had met and discussed the changes and came up with a list of questions for LGC. A meeting is being set up with LGC to discuss.

### V. CORRESPONDENCE & OTHER BUSINESS

- a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed overtime sheet.
- b. **Signing of August sewer adjustment journal & hauler billing detail:** Commissioners reviewed documents and signed.

**c. Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:**

- i. Jeff updates:** Discussed hiring of new employee to fill the Operator and Maintenance Assistant. Larry made a motion to hire Mike Bruce at \$13.00 effective September 22, 2014. Jeff seconded the motion. Motion passed.
- ii. Andrea updates:** Updated manhole frame and cover project will be starting soon, waiting for confirmation from Felix. Reviewed quote from Felix to line 12" sewer main off School Street on easement. Discussion tabled. Reviewed total waste and grease totals for month of August and for the year.
- iii. Dana updates:** No updates

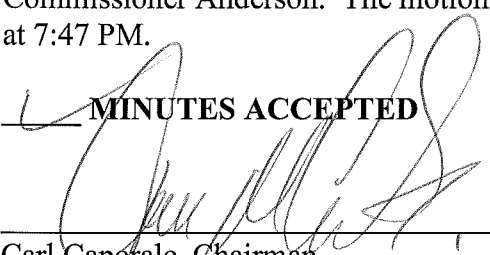
Jeff made a motion to go into non-public session under RSA 91-A:3 II. Larry seconded the motion. Motion passed and Board went into non-public session at 7:02 PM.

Jeff made a motion to come out of non-public session at 7:45 PM. Larry seconded the motion. Motion passed.

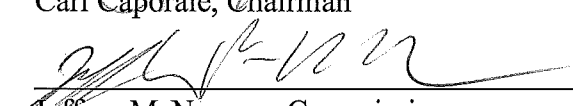
With no further business to discuss, Chairman Caporale motioned to adjourn, second by Commissioner Anderson. The motion carried by unanimous vote; the meeting was adjourned at 7:47 PM.

  ✓   **MINUTES ACCEPTED**


       **WITH AMENDMENT**

  
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Carl Caporale, Chairman

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Date

  
\_\_\_\_\_  
Jeffrey McNamara, Commissioner

  
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Date

  
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Lawrence Anderson, Commissioner

  
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Date